

## VOLUME 1

### CHAPTER 2

#### PART 1

#### MILITARY POSTAL SERVICE PLANNING

200. PURPOSE. This chapter sets forth the principles and concept of support for MPS contingency planning and assigns responsibilities for those efforts. It also provides specific instructions for planning postal support during mobilization, deployments, domestic mail disruptions, and other contingency situations requiring standardized planning actions.

201. GENERAL. Postal planning will be conducted in accordance with established DoD and service directives. Planning of postal support is an essential consideration for any military operation. Although the scope and substance of support will vary, formal specification of postal support in the planning stage of a military operation is necessary at all levels. Major Commands (MACOMs) will prepare postal plans for all major contingency, exercise, and deployment plans. Postal service provides the commander with another line of communication (LOC) which must be highlighted in terms of its impact on logistical as well as morale support of the force as a whole. When properly incorporated into the concept of wartime support, postal service provides an increased operational capability with a minimum of resources. If postal planning is not incorporated into the joint planning process, postal support requirements may divert resources from other support requirements, or postal services may be curtailed to the point of having an adverse effect on critical spare parts resupply or troop morale.

202. PRINCIPLES. These basic principles apply when planning and providing postal support.

1. Relieve forward MACOM postal units to the maximum extent of mail processing, by increased USPS sortation and pouching.

2. Utilize USPS civilian and military resources in CONUS to the maximum extent possible to accomplish above criteria.

3. Integrate postal resources between military services to move and process mail on an area basis to the maximum extent possible, to reduce area duplication.

203. MILITARY POSTAL SERVICE CONCEPT OF CONTINGENCY SUPPORT

1. Requirements for wartime postal support are fulfilled by reducing some peacetime services, then integrating, deploying, and expanding the assets of MACOM postal elements to decrease duplication. Interservice support and prorated augmentation, based on contingency population served, services required, or mail volumes processed may be used to accomplish this transition. Existing MPO's will support all units (all services) in an area to the maximum extent. New MPS elements will be established when in place requirements exceed capabilities only after the above methods have been considered formally and found to

be impractical or insufficient. Under the combat environment, certain postal services may have to be curtailed or eliminated, based on the Unified Commander's requirements decision and support ability. If possible, postal services should include the collection, dispatch, receipt, and delivery of personal letter class mail (LCM), and high priority official mail with mission essential items. The Unified Commander controls what mail will be dispatched both from CONUS and overseas Time-Phased Forces Development List (TPFDL). See Figure 2-1 for listing of classes of supply the Unified Commander must choose from in , *balancing his decisions on how to use limited transportation*. If postal service is curtailed or suspended, every effort will be made to resume it to a level commensurate with the tactical situation and the desires of the supported commander as soon as possible. The following guidance applies:

a. Embargoes. Embargoes will be necessary if the transportation system cannot accommodate mail entering the system. They may be total, (all classes of mail or total command area) or selective (some classes or selected area) by different types of mail. DoD (MPSA) requests USPS to initiate CONUS embargoes; Unified Commanders initiate overseas embargoes. If DoD requests USPS to embargo any class, MPSA will pass disposition instructions to USPS (usually return to sender) for mail in the domestic system, and inform theater postal "elements of the action. A mail embargo may be initiated based on one or more of the following reasons: 1. Transportation Availability; 2. Storage Space; 3. Tactical Situation; 4. Personnel Staffing. Embargoes will be lifted (either fully or in mail class stages) when the situation allows.

b. Official mail. It is likely only first-class, priority, and official mail will be airlifted to overseas areas on a space-required basis. DoD/USPS will attempt to restrict official mail entering the system to mission essential items per a pre-established priority system. Content of official mail will be restricted to mission essential items. Plans at all levels should state that supporting transportation operating agencies (TOAS), and intra-theater transporters will move official mail whenever possible. Commanders will notify MPSA of all postal service changes that impacts adversely on the flow of official mail. DoD Components will ensure appropriate procedures are included in supporting plans for handling official mail during contingency operations.

c. Personal Mail. When USPS embargoes personal Mail, (by request of DoD), mail will not be accepted at the originating CONUS post office. An embargo of personal mail may specify class-of mail as determined by the CINC.

d. Retrograde mail. In addition to above guidance, planning factors for retrograde mail are dependent upon the level of service specified by the Unified Commander. Analysis of the scenario, to include status of MPS resources, transportation, and storage availability, will be made to determine the level of postal support. All plans must address disposition instructions for mail in the system if it cannot be moved. To avoid storage problems, plans will include procedures for possible MACOM mailing embargoes immediately upon initiation of the plan.

2. The postal appendix to all plans will include assumptions/guidance as to levels of postal support during the execution of a plan. Upon implementation of a plan, the stated service levels should go into effect. The Unified

Command must notify MPSA of service levels, theater restrictions imposed, inbound restrictions desired, and theater Aerial Port of Embarkation/Debarcation, (APOEs/APODs) locations. MPSA will ensure supporting CONUS actions are developed and coordinated.

3. In the absence of the precoordination above, and in reaction to severe overseas transportation constraints, MPSA will initiate any level of USPS embargo as requested by the CINC. Unrestricted mail then will move in accordance with Military Standard Transportation and Movement Procedures (MILSTAMP), the Time-Phased Force and Deployment Data (TPFDD), and the commander's request.

4. Theater postal plans will provide for the transmission of mail for international exchange as that function may be necessary in the event U.S. Forces hold enemy prisoners of war (EPW).

5. MPS elements will adhere to any international support agreements in effect (NATO STANAGS, bilateral agreements, etc.).

6. Title 39 United States Code (USC), section 3401(a) (reference (b)), and Presidential Executive Order 12556 dated 16 April 1986 (reference (g)), detail the circumstances under which "FREE" Mail (FM) may be authorized. Also, 39 U.S.C. 3401(a)(2) and NATO STANAG 2109 provides for "FREE" foreign forces mail under certain conditions. All Unified Command postal plans must provide procedures for requesting FM if OPLAN assumptions warrant it (such as no MPO finance services). This is critical since the implementation of FM is not automatic. The Unified Command will initiate the request for FM to MPSA (into OJCS/J-1) as soon as the situation warrants. Requests will include geographic limits for the privilege. MPSA will coordinate requests with OJCS and submit to ASD (P&L) for Secretary of Defense signature. MPSA will provide guidelines once the privilege is approved. A sample request format is shown in figure 2-4.

7. Financial services are normally integral to postal operations. However, when situations dictate (for example, during high intensity combat operations or short-term deployments) MPS financial services may be curtailed or suspended until more favorable circumstances warrant. During short-term deployments and exercises, postal finance services are at the discretion of the supported/supporting commanders, within the capabilities of deploying or supporting MACOM postal elements. Finance operations will be IAW this Manual and USPS directives. For planning purposes it is anticipated that financial services will be severely curtailed during the early stages of theater-wide, high intensity conflict. It is equally anticipated that once the conflict has stabilized and rear areas established the requirements for financial services will increase proportionally.

8. Postal plans must address postal support of non-combatant evacuation operations (NEO) prior to departure of affected personnel. Bear in mind, dependents will be saturating the system in an attempt to mail their valuables/heirlooms prior to evacuation.

9. As in peacetime within the joint support structure, most wartime air mail terminal (AMT) operations are an Air Force responsibility and surface mail terminal (SMT) functions are an Army mission. Navy fleet mail centers (FMC) also support other services. They may require joint service operation during contingencies; this is a decision of supporting/supported commanders and should be addressed in plans.

204. CENSORSHIP. There is no authority to conduct mail censorship in wartime. There is to be no planning at any level for censorship of the mails during wartime.

205. DOMESTIC DISRUPTIONS. The MPS is the overseas extension of the USPS. Crises that affect USPS operations will also have an impact on MPS operations. During times of national emergency, the Postmaster General may impose certain restrictions on mail processing and delivery that may adversely affect the MPS. MPSA will coordinate with USPS headquarters to ensure that USPS operational decisions regarding sortation, disposition, embargo, or restriction of mail will have only minimal impact on the MPS.

206. PLANNING RESPONSIBILITIES

1. MPSA is responsible for establishing the broad framework of MPS planning policies. MPSA responsibilities include:

a. Initiating and coordinating postal planning in response to actions that impact on worldwide MPS functions.

b. Coordinating contingency plans with USPS.

c. Coordinating non-DoD postal support for overseas commanders. This may include coordination with USPS and other appropriate authorities for the CONUS implementing actions of regional agreements (such as NATO STANAG 2109) .

d. Providing area CINC's with recommended worldwide or area plans.

e. Initiating actions to the Secretary of Defense for authorization of "FREE" mail upon request of the supported Unified Commander.

f. Initiating a public information program in conjunction with USPS on any reduced services.

g. Assigning MPO numbers in accordance with Chapter 1, this Manual.

h. Complying with DoD/USPS agreement to notify USPS within three business days after beginning the use of postage due penalty mail during contingency operations.

i. Reviewing Unified/Specified Commands' postal plans and provide input and coordination.

2. Unified Commands are responsible for issuing and coordinating theater postal policy. Unified Commands are responsible for the integration of MACOM postal resources within the theater. Unified Command responsibilities include:

a. Moving mail originating in, or transiting overseas locations as resources permit.

b. Publishing implementing instructions for international agreements.

c. Specifying OPLAN postal support levels within the theater.

d. Initiating "FREE" mail requests to MPSA in accordance with 10 U.S.C. 3401(a) and Executive Order 12556 (reference (g)).

e. Identifying and informing MPSA of the overseas aerial ports of debarkation (APOD) and embarkation (APOE) to be used for the dispatch and receipt of mail.

f. Updating MPSA (JMPA's) on the MPOS served by each APOD and APOE as changes occur. This is critical so USPS knows where to route specific dispatches.

g. Informing MPSA of postal actions that require coordination within CONUS.

3. Component Commanders are responsible for:

a. Preparing supporting plans (appendices) in sufficient detail to ensure minimum service levels are maintained. Although this list is not all-inclusive, planners should consider the following when preparing their plans:

(1) Transportation - i.e. How the mail will be delivered to various units? How postal services will be implemented at forward/remote sites? How mail will be transported between MPOs and Air Terminals, etc.?

(2) Personnel - i.e. How many personnel will deploy to provide postal support to supported units? From what unit(s) these people will come from? How long these people will provide support?

(3) Levels of Postal Service - i.e. What types of services will be offered? What the hours of operation are? Where the post office(s) will be located? When and where units can pick-up or drop-off their mail?

(4) Mailing Addresses - What the exact mailing address is personnel should use for both personal and official mail?

(5) Official Mail Accountability - How official mail will be received, receipted, dispatched, and secured?

(6) Directory Instructions (Including Home Stations) - When locator cards are required, how many locator cards are required? What is required on the locator card? Don't forget instructions to deploying units.

(7) Routing and Disposition Instructions - How and when will units communicate to MPOs/AMTs/JMPAs about routing problems?

(8) Postal Financial Services - Whenever feasible, financial operations will be coordinated through a designated command PFO in the deployment area. What financial services will be available?

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(9) Opening and Closing Contingency MPOS - What contingency MPOS will be opened? Who they will serve? What the opening and closing dates are of the contingency MPOS?

(10) Service to Early Deploying Units - What MPOs should advance parties use? What services are available to the early deploying forces?

(11) Postal Restrictions - What mail will not be allowed into or out of MPOS?

(12) "FREE" Mail - How will "FREE" mail be requested? How to use "FREE" mail if it's authorized?

(13) MPS Services in reference to NEO - whether MPO will open special hours to handle volume during NEO. We can expect very high volumes from people trying to mail their valuables/heirlooms prior to evacuation. What restrictions (if any) will be placed on mailing during NEO prior to actual conflict?

(14) Unit Sortation - What level will mail be. sorted to? How mail will be brought to MPOS from units?

(15) Casualty Mail - Procedures on how mail for casualties is processed. Specifics on casualty mail can be found in DoD 4525.6-M, Vol II, paragraph 608.

(16) EPW/RP/POW Mail.

(17) Inspections and Audits. (Suspended or Continued)

(18) MPO Numbering System.

(19) MPS "Chain of Command" - List chain of command in postal area.

(20) Identify who is responsible for each function.

(21) Implementation for each system.

(22) Evacuation Planning. (Permanent and Temporary)

(23) Contaminated Mail. (Handling and Disposition)

b. Specify unit sortation requirements to the appropriate JMPA .

c. Pass mail routing and disposition instruction to the appropriate JMPA .

4. "Examples (to be used only as guidance) of postal plans for theater and subordinate command operations are located at figure 2-2 and 2-3 respectively.

207. PEACETIME DEPLOYMENT/EXERCISE PLANNING. This paragraph applies to routine deployments and field training exercises, during which postal services are provided. When preparing plans for routine deployments, the following guidance applies:

1. Whenever U.S. forces deploy to areas where host nations allow postal support, every effort will be made to provide it.

2. The command sponsoring the exercise is responsible for issuing guidance and coordinating MPS support with the deploying force. Support requirements will be based on the deploying commander's desires, supporting command's capabilities, length of deployment, in-place or deploying resources available, etc.

3. During deployment planning, the sponsoring command will select the most appropriate component from MPS resources within his authority to provide postal support or request for support not within his authority. Selection is usually based on the command with the MPS element nearest the deployment area, or on the need for CONUS augmentation if in-theater assets cannot provide support.

4. The designated component command must coordinate directly with the deploying force command in developing a specific postal support concept with implementing instructions. The deploying command is responsible for issuing mailing and operational instructions to its units and personnel. This includes publicizing a complete mailing address to be used while on the operation, specifying the cutoff dates for CONUS/retrograde mail and providing accurate and updated directory information. Detailed MPS instructions will be published to provide guidance on nature and scope of MPS operations and will be prepared at all levels having planning and support responsibilities. The principles and concepts discussed below will be considered when preparing plans. Paragraph 206.3. provides a listing of information that may be necessary for deployment plans.

5. Although the serving JMPA is responsible for instructions to USPS for routing mail from CONUS to the deploying force, the designated component commander and deploying force commander must coordinate with the theater postal planners and the JMPA on instructions and procedures consistent with optimum mail routing. Refer to Table 2-1 for JMPA areas of responsibility; their message address, and their mailing address. The supporting component command will notify the serving JMPA of deployment requirements (including advance parties) as soon as possible, preferably 90 days in advance. Due to the time required for USPS to disseminate information notifications of less than 90 days may result in difficulties with initial service.

6. The normal minimum service for a deploying force is receipt and dispatch of personal letter mail and official mail. Actual first and last dates of mail on receipt/dispatch will be included in appropriate plans. Cover mail for advance parties if they precede activation of a supporting MPO.

7. Service can be provided to deploying units in several ways:

a. Using an existing MPO number near the location of the deploying force (small deployments).

b. Activating a Mail Address Only (MAO) number (to have total mail separation) at an existing MPO near the location of the deploying force (larger deployments).

c. Activating an unmanned contingency MAO at an area not near an existing MPO.

d. Activating a fully operational contingency MPO at an area not near an existing MPO.

(1) Can be reamed by in-theater assets only, CONUS-deploying postal assets only, or a combination of both.

(2) Postal equipment and supplies for these operations maybe staged in-theater, but in some cases have to come with deploying CONUS units.

e. Regardless of which method(s) are chosen in the planning process, they must be specifically identified in the published plan.

f. Procedures for activating contingency MPOS are outlined in Chapter 1 of this manual.

8. When Marine and Navy Mobile units are deployed, organic MPS resources usually will be included in their force structure to preserve their independent operational capability. When in-theater support is required, coordination between Component Commands will be accomplished. The procedures in Chapter 11 will be used to route mail to mobile units.

9. Use of preassigned MPO numbers (for USPS processing and movement of mail) for deploying forces shall be coordinated with the serving JMPA, the theater command where the units will be deploying, and MPSA as described in Chapter 1 and Annex 2.

## 208. COMMAND POST EXERCISE (CPX) PLANNING

1. MPSA and the MPS will routinely participate in joint Command Post Exercises (CPX) that are directed and coordinated by JCS. These exercises offer the MPS with an excellent opportunity to evaluate the effectiveness of MPS plans and initiatives.

2. MPSA will coordinate exercise play for worldwide CPXS sponsored by JCS, while Unified/Specified commanders are responsible for developing MPS play in theater-level exercises.

3. MPS play for worldwide CPXS will be in accordance with the Joint Exercise Manual (JEM) and other DoD and service Directives. MPSA will determine the nature and scope of exercise play for JCS-directed and coordinated CPXS. MPS play will complement the scenario and exercise objectives published in the JCS implementing instructions.

4. MPS play will be-coordinated by MPSA through the Unified/Specified Commands. Prior to an exercise, MPSA will publish an exercise directive announcing the exercise and scope of MPS play. MPS elements will participate to the level necessary to meet exercise objectives. Levels of participation



will be coordinated within the chain of command of overseas theaters. MPS elements must establish necessary liaison with other staff activities to ensure access to exercise materials.

5. MPSA will staff an exercise response cell during appropriate JCS exercises when postal scenarios are being evaluated. The response cell will include exercise controllers to ensure MPS exercise play is accomplished within the guidelines of the exercise directives.

#### 209. TRANSPORTATION PLANNING

1. Transportation of mail (other than that MACOMs arrange, usually ground) is by a combination of commercial air carriers (both foreign and domestic), MAC, and ships contracted through Military Sealift Command (MSC). Mail is moved in the most timely and efficient manner consistent with domestic and international postal regulations and policies established through MILSTAMP. Transportation priority is primarily dependent upon class of mail and class of mail is determined by the mailer. During full-scale war, all mail transportation to/from overseas will be by TPFDD priority.

2. Transportation planning for mail movement to/from overseas in peacetime is the responsibility of MPSA (and its JMPA). Transportation planning for contingencies is the responsibility of the supported command and is accomplished through procedures specified in JOPS. During the transition to contingency operations, MPSA will coordinate with commercial and military mail transporters to ensure the most efficient network.

3. If a crisis occurs and JCS directs the implementation of a major OPLAN, transportation systems will be severely affected. Commercial airlift will be put into government service via the Civil Reserve Air Fleet (CRAF). Every effort will be made to continue using routine channels, but if they are unavailable, MPSA will route mail through military channels. JOPS procedures to allocate space on DoD-dedicated overseas transportation resources are used to program necessary lift and to identify appropriate APOEs/APODs. Mail volume planning factors found in JSCP Annex B will be used to quantify mail volumes for planning purposes.

4. Restrictions and embargoes are expected to limit MPS services to air eligible mail in accordance with postal directives and MILSTAMP. Procedures to program airlift for mail in accordance with JOPS ensures mail competes with other eligible cargo in accordance with the desires of the supported command. However, in the event that airlift resources become unavailable, MPSA will initiate action to transfer air eligible mail to surface modes, or finally, to embargo.

210. DOMESTIC MAIL DISRUPTIONS (GRAPHIC HAND). When civil actions affect mail movement (such as a USPS work stoppage, an airline strike, or natural disaster), MPSA will issue specific instructions for the anticipated situation. When overseas civil actions adversely impact mail movement, the Unified Command or its subordinate commands will issue specific instructions for each situation. In U.S. domestic disruptions, MPSA in conjunction with USPS, may:

1. Reduce inbound/outbound MPS mail (on a worldwide or area basis) to sustain, at a minimum, continuous movement of priority official mail and personal first-class letter mail for MPOs.

2. Arrange for temporary staging of mail in CONUS, and if necessary, embargo or otherwise restrict incoming or outgoing mail by class or service to reduce mail volume.

3. Publicize to domestic and overseas patrons the current mail movement/restrictions/embargo conditions and changes thereto.

4. Arrange for augmentation from serviced MACOMs and/or reserve forces, if appropriate.

211. EVACUATION PLANNING. (NEO) Component Commands and their postal units are responsible for input on postal support concerning evacuation plans, and for implementing procedures to redirect-divert, and if necessary, embargo mail to/from evacuees. The following procedures and guidance apply:

1. Evacuation plans shall provide for change of address notification to it. Whenever practical, an MPS element (usually out of the evacuation area) shall be designated to receive and reroute evacuee mail.

2. Requests to redirect, divert, or embargo evacuee mail in CONUS shall be routed to MPSA through the appropriate Unified Command. Implementation of these procedures in CONUS requires extensive coordination between DoD and USPS.

212. EMERGENCY DESTRUCTION/EVACUATION OF POSTAL EFFECTS

The following priorities are established for use in arranging evacuation, affording protection, and if necessary, ensuring the destruction of mail and postal effects:

- a. Official registered mail.
- b. Directory service cards.
- c. Blank postal MO forms.
- d. Currency and coins.
- e. Postage stamps and stamped paper.
- f. Paid MOS and checks on hand.
- g. MO imprinter.
- h. Other accountable mail.
- i. All remaining mail.
- j. All-purpose and canceling stamps.
- k. All other records, equipment, mail sacks, and furniture.

213. ACCEPTANCE, TREATMENT, AND HANDLING OF ENEMY PRISONER OF WAR/RETAINED PERSONNEL (EPW/RP) MAIL. This paragraph provides general planning guidance for handling mail for enemy prisoners of war and other retained personnel. The below information may be used by respective commanders when preparing more detailed contingency plans and implementing procedures.

a. References:

- (1) Geneva Convention of 1949
- (2) DoD5100.69, 27 December 1972
- (3) SECNAVINST 3461.3, 30 April 1973 (USN and USMC)
- (4) AFR 125-25, 9 November 1970 (USAF)
- (5) AR 190-8, 1 June 1982 (USA)

1. Under the Geneva Convention, specific details for handling, transporting, and exchanging detainee mail would be determined through negotiations between the governments involved. The Geneva Convention has designated the International Committee of the Red Cross (ICRC) as the coordinating agent for these negotiations. The United States designated the Department of State as its negotiating representative. Because results of negotiations may have MPS implications, elements of the MPS must plan for the possibility of handling the mail.

2.. DoD Directive 5100.69 designates the Secretary of the Army as the executive agent to administer the Enemy Prisoner of War/Retained Personnel (EPW/RP) program. AR 190-8 provides details on administering the program, including the treatment of EPW/RP mail. While these directives do not charge the MPS with specific responsibilities, MPS elements must be prepared to participate. The degree of participation would depend on the terms of any agreement reached and conditions which may vary from location to location.

3. Because of the uncertainty of what conditions might exist, the following tasks and responsibilities may be incomplete or may not apply in all situations. They should be used, therefore, only as a general guide:

a. MPSA will disseminate implementing instructions through command channels to the MPS element responsible for handling EPW/RP mail.

b. The MPS element shall:

(1) Ensure transportation and routing requirements are established and, to the extent possible, that all detainee mail transits the MPS in closed pouches.

(2) Conduct inspections of mail operations at EPW/RP sites to ensure compliance with proper procedures.

(3) Refuse to recognize any special services (registered, insured, certified, or C.O.D.) on mail for, or from detainees.

(4) Maintain close liaison with commanders operating EPW/RP facilities on all matters concerning detainee mail.

c. The commander operating the EPW/RP facility will:

(1) Establish mailrooms and designate mail clerks/mail orderlies IAW DoD Postal Manual, Volume II, Chapter 3.

(2) Ensure mail clerk/mail orderlies are properly trained to perform their duties.

## VOLUME I

### CHAPTER 2

#### PART 2

#### JOINT PLANNING PROCESS

, 214. PURPOSE . This part describes the joint planning process and the orderly, structured approach to deliberate planning. The joint planning system applies equally to all services and commands although some variations may exist. The joint planning process is defined as "a coordinated joint staff procedure used by a commander to determine the best method of accomplishing assigned tasks and to direct the action necessary to accomplish the mission." The system is very broad and can be applied to many situations and requirements. For the purpose of this section, attention will be directed toward the deliberate planning process specified in the Joint Operations Planning System (JOPS) Volumes I, II, and III.

215. GENERAL .

1. Military planning is conducted under the framework of the Joint Strategic Planning System (JSPS) and the Joint Operations Planning System (JOPS) . JSPS considers our national objectives and passes planning guidance through the JCS to commanders of Unified and Specified Commands. MPS mail volume planning factors may be found in JSCP Annex B. The JSCP also defines the extent to which planning is conducted.

2. JOPS is the DoD system designed to enhance both global and regional joint planning and is primarily oriented toward the solution of strategic mobility problems associated with force deployment and support. JOPS Volumes I, II, and III specify standardized procedures, and computer support in order to coordinate the deliberate planning efforts of the Joint Deployment Community (JDC) .

3. The MPS planner's responsibility is to develop supporting plans for MPS elements and to provide MPS input to the supporting plan of the Service Component, who develop the component (MACOM) input to the Unified Command plan.

4. The Worldwide Military Command and Control System (WWMCCS) is a composite system that allows for liaison between NCA (National Command Authority) and the military. WWMCCS capabilities are not directly accessible by most MPS planners. MPS elements will coordinate limited use of WWMCCS assets with the senior headquarters having access to the system. Without access to WWMCCS, MPS planners cannot access JOPS or JDS capabilities, which are critical for proper plan development, refinement, and execution.

5. JOPS III ADP application, which is used to build TPFDDs, is just one of the many executive aids available to WWMCCS users. This part will describe some of the more common JOPS III ADP applications used by the MPS planner.

a. The backbone of JOPS III is its standard data files. Resident in these standard files is data that does not routinely change and can be

applied equally to any theater or contingency. These files are centrally maintained to ensure accuracy and may be easily accessed through a VIP (Visual Information Projection) via WWMCCS. There are a number of standard data files in JOPS. A brief description of the more commonly used files is provided below. MPS planners must be familiar with these files and their uses.

(1) Type Unit Data File (TUCHA). This file provides standard planning data on movement characteristics for unit personnel, equipment, and accompanying supplies associated with type units of fixed composition. This data is used in developing and reviewing unit movement requirements in support of operation plans. Each unit in the TUCHA file is uniquely identified by a Unit Type Code (UTC). For each UTC, the file contains the weight and cube of selected cargo categories, physical characteristics of the cargo, and the number of personnel, if any, requiring non-organic transportation.

(2) Logistics Factors File (LFF). This file contains standard logistic resupply and replacement personnel planning factors to be used in the development of joint operation plans. Factors may be varied according to the theater of operations and combat intensities. Mail volume planning factors are located in the LFF.

b. JOPS III software programs allow the planner to access data files and manipulate the data according to functional categories. Major software programs include a System Monitor (SM), Force Requirements Generator (FRG), Movements Requirements Generator (MRG), and Transportation Feasibility Estimator (TFE). MPS planners must be familiar with the applications of each of these major programs. Together, these programs allow the planner to build the OPLAN TPFDD. Each TPFDD is "plan unique" in that it is specifically tailored for each OPLAN.

#### 216. PLANNING FOR POSTAL SUPPORT--JOPS III PROGRAMS.

1. The JOPS III ADP program supporting force planning is the FRG (Force Requirements Generation). Force planning involves determining force requirements, and developing and refining force lists. It must consider the concept of operations, service policies/doctrine, force availability, etc. The objective is to develop a time-phased force list that will support the concept of operations. From an MPS viewpoint, MPS forces are usually added to the force list and time-phased to satisfy the combat service support requirements of the basic force. Postal units are identified in JOPS through specific Unit Type Codes (UTC). A UTC is a generic description of a particular deployable unit. Specific information about this type unit is resident in a JOPS III data file called the TUCHA. As the plan is refined, UTCs are replaced with UICs, which positively identify a particular unit. Data available on each UTC will identify personnel and cargo associated with that particular unit. MPS planning is done at the service component level and coordinated between MACOMs/services at Unified Commands. Postal planners must have access to the component planners to ensure that postal input is in the plan.

2. The JOPS III ADP program used in support planning is the Movements Requirements Generator (MRG). Support planning is a service component responsibility. The MRG allows the planner to account for non-unit-related supplies or cargo and add it to the total movement requirements. Mail is generally considered as non-unit-supplies and accounted for here.

3. The complex strategic transportation issue is one of the most critical in the joint planning community. The JOPS III ADP program used to conduct feasibility estimates is the TFE. The TFE uses the data generated in the MRG and FRG to simulate moving each requirement from the port of embarkation to port of debarkation in accordance with the phased plan.

4. The MACOM postal planners must be thoroughly familiar with the joint planning system. In deliberate planning, postal planners must address three *separate but related issues that are summarized below:*

a. The first requirement is to provide a narrative account of postal operations in support of the concept of operations. The account should become increasingly detailed as supporting plans are developed at lower levels of the chain of command. At the Unified Command level, the postal operations portion of the CINC's plan should assign responsibilities, plus provide policy guidance and a concept of operations in sufficient detail for subordinate commands to develop their supporting plans. The specific location for postal plans, operations, or instructions is designated by JOPS, Volume I, page VI-269 in the model OPLAN as Appendix 6 to Annex E: Personnel.

b. The next integral portion of the OPLAN which MPS planners will impact is the Timed Planned Force Deployment List (TPFDL). Timed Planned Transportation Requirement List (TPTRL) forms the TPFDD. The TPFDD defines a number of necessary elements including task organization, command relationships, unit identification, transportation schedule/priority, POE, POD, and a number of other data elements necessary to conduct detailed force planning by MPS planners. The TPFDD is a coordinated effort of the MPS planner at service component level, the service component planners, the postal staff officer at the supported command and postal planners at other supporting commands (FORSCOM, TAC, etc). MPS troop lists are developed to support the total force, concept of operations, and guidance published in the postal appendix and is dynamic and changing. Priorities identified in the appendix are those assigned by the CINC and should be reflected when the TPFDD is developed. Force allocation is a service responsibility so the TPFDD will reflect service policies and practices regarding unit size, allocation rules, and equipment.

c. The final element of the MPS planner's triad is quantifying mail volumes for the TPFDD. Mail volume planning/consumption factors are developed by each service and are resident in the JOPS III reference file called the LFF. Mail volumes are included in OPLAN TPFDDs as non-unit-related cargo. MPS planners *must coordinate with service component planners to ensure that cargo increment numbers (CINs) are included in the TPFDD and that they reflect the priority in which mail will arrive in the theater. CINs are generated by the MRG .*

d. To summarize the MPS planner's responsibilities with regard to the TPFDD, he/she must develop the MPS supporting plans based on MPS forces allocated to the OPLAN and in accordance with the TPFDD. Once major forces are identified, a postal concept is developed, support requirements are identified, supporting plans are developed, and TPFDD are prepared to support/complement the supporting plan. The planner must be an integral part of the process that decides which units are selected and how, when, and where they will be employed. Planners must also make sure that mail volumes are entered into the movement schedules--or there will be no mail in wartime.

A. Important Addresses for Planning Purposes

1. All Postal Issues

a. Mailing Address:

Headquarters  
Military Postal Service Agency  
ATTN: Plans Division  
2461 Eisenhower Avenue, Hoffman 1  
Alexandria, VA 22331-0006

b . Message Address:

EXEC DIR MIL POSTAL SVC AGCY ALEXANDRIA VA//MPSA-PP//

2. Opening/Closing APO/FPO

a. Mailing Address:

Headquarters  
MPSA-OP  
2461 Eisenhower Avenue, Hoffman I  
Alexandria, VA 22331-0006

Table 2-1. Addresses for Planning Purposes

b. Message Address:

EXEC DIR MIL POSTAL SVC AGCY ALEXANDRIA VA//MPSA-OP//

3. Postal Support - European Theater

a. Mailing Addresses:

Joint Military Postal Activity-Atlantic  
USPS Air Mail Facility  
Bldg 250, Room MF-35  
JFK Intl Airport, New York 11430-9201

Commander  
United States Army Postal Group-Europe  
APO NY 09081-5520

Commander  
7025th AIRPS  
APO NY 09021-5000

Commander in Chief  
U.S. Navy Europe  
ATTN : Postal Officer  
FPO NY 09510-0151

Table 2-1. (Continued)



b. Message Addresses:

CDR JT MIL POSTAL ACTY ATL NEW YORK NY  
CDR 1ST PERSCOM SCHWETZINGEN FRG//AEUPE-PGE-OPS-SB//  
7025 AIRPS KAPAUN AS//DO//  
CINCUSNAVEUR LONDON UK  
HQ FMFEUR //G-1//

4. Postal Support - South/Central America

a. Mailing Addresses:

Chief  
Miami Element, JMPA-A  
General Mail Facility  
2200 Milam Diary Road  
Miami, FL 33152-9710

Commander  
4400th AIRPS  
APO Miami 34002-0006

b. Message Addresses:

CH JMPAATL FLD OFC MIAMI FL//MPSA-NY-M//  
4400 AIRPS HOWARD AFB PN//DO//

5. Postal Support - Middle East

a. Mailing Addresses:

Joint Military Postal Activity-Atlantic  
USPS Air Mail Facility  
Bldg 250, Room MG-35  
JFK Intl Airport, New York 11430-9201

Commander  
4401st AIRPS  
Shaw AFB, SC 29152-2001

b. Message Addresses:

CDR JT MIL POSTAL ACTY ATL NEW YORK NY  
4401 AIRPS SHAWAFB SC//DO//

6. Postal Support - Pacific

a. Mailing Addresses:

Joint Military Postal Activity-Pacific  
General Mail Facility, Room 266  
San Francisco, CA 94188-5000

Table 2-1. (Continued)

Commander  
United States Army Postal Group-Korea  
APO SF 96301-0090

Commander  
6005th AIRPS  
HICKAM AFB HI 96853-5000

Commander in Chief  
U.S. Pacific Fleet  
ATTN : Code 4P  
Pearl Harbor, Hawaii 96860-7050

b. Message Addresses:

CDR JT MIL POSTAL ACTY PAC SAN FRANCISCO CA//MPSA-SF//  
CDRUSAFOSTGP SEOUL KOREA//EAPC-PG//  
6005 AIRPS HICKAM AFB HI//DO//  
CINCPACFLT PEARL HARBORHI //4P//

7. Postal Support - Joint Planners

a. Mailing Addresses:

Commander  
Forces Command  
ATTN : AFIM-AST  
Ft. McPherson, GA 30330-6000

Commander in Chief  
U.S. European Command  
ATTN : ECJ1-MP  
APO NY 09128-4209

Commander in Chief  
U.S. Pacific Command  
ATTN: J114  
Camp H.M. Smith, HI 96861-5025

b. Message Addressses

CDR FORSCOM FT MCPHERSON GA//AFIM-AST//  
CINCUSEUCOM VAIHINGEN FRG//ECJI-MP/  
CINCPACOM CAMP HM SMITH HI//J114/

Table 2-1. (Continued)

# DOD CLASSES OF SUPPLY

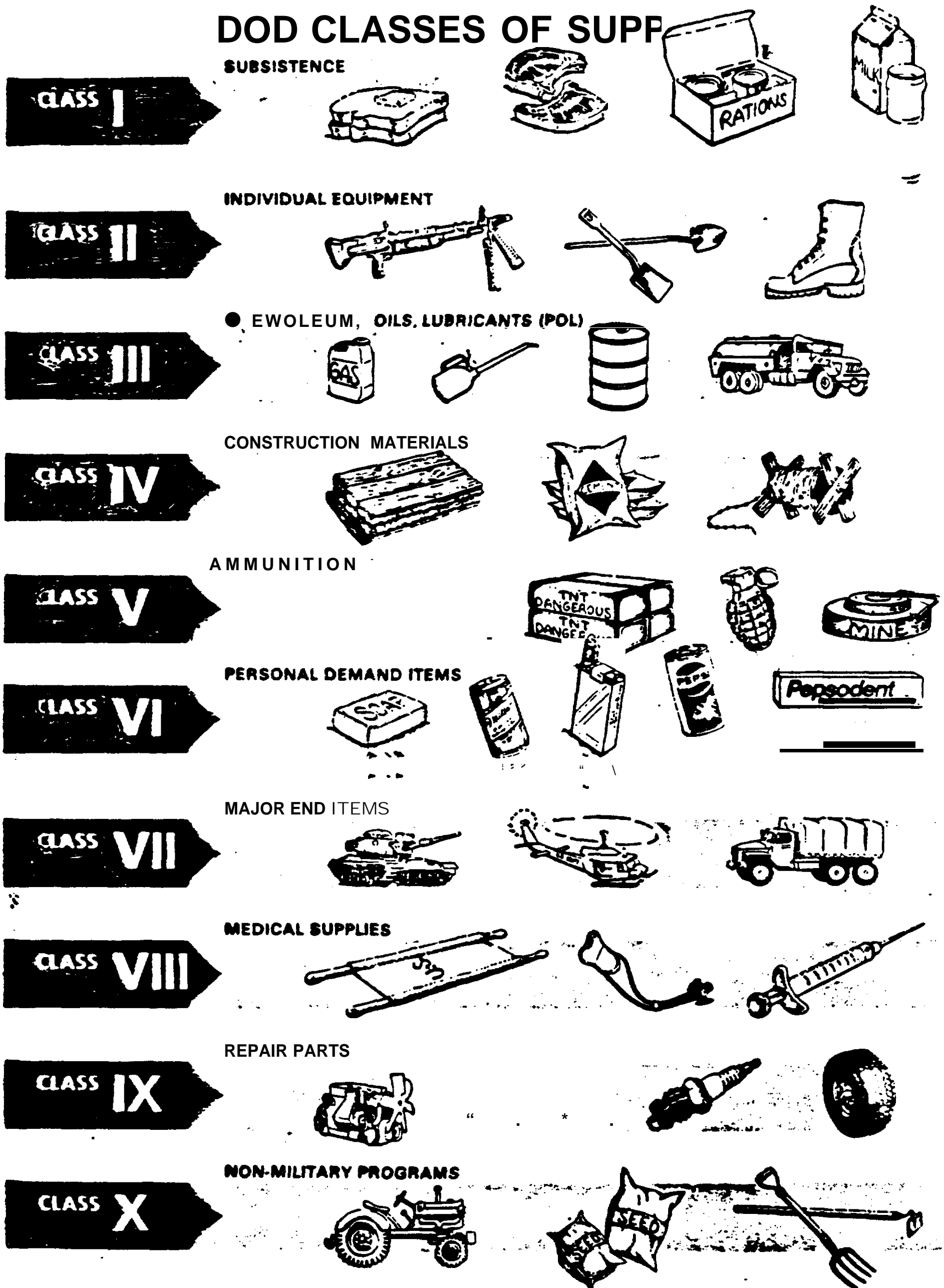


Figure z-1. DoD Classes of Supply

APPENDIX 6 TO ANNEX E TO UNCINX OPLAN XXX-XX (U)  
MILITARY POSTAL SERVICE

[ I REFERENCES: Cite the documents necessary for a complete understanding of this appendix.

1. [ ] GENERAL.

a. [ ] Purpose. Provide a statement of the purpose of this appendix.

b. [ ] Concept of Postal Operations. State the postal concept for postal support operations and the forces assigned to implement the plan.

c. [ ] Assumptions. State realistic assumptions and consider the impact of postal operations. i.e.

[1] [ ] Restrictions on inbound mail.

[2] [ ] Discontinuation of special services in the theater of operations.

[3] [ ] Limited airlift to support mail transport requirements.

Figure 2-2. Example of Postal Section of Theater Level OPLAN

[4] [ ] Embargo of Retrograde mail.

d. [ ] Planning Factors. Refer to approved joint planning factors.

e. [ ] Responsibilities.

[1] [ ] State postal support responsibilities of the Military Postal Service Agency [MPSA].

[2] [ ] State the responsibilities of unified command.

[3] [ ] Assign postal support responsibilities to service component commanders and define the support required from other commands for preparation of supporting plans.

2. [ ] POSTAL POLICIES AND PROCEDURES.

a. [ ] General Guidance. See DoD 4525.6-M, Vol 1, Chap 2.

b. [ ] Specific Guidance. Summarize the following, in coordination with supporting commanders and service component commanders. Listing of aerial mail -terminals and military post offices should be tabs.

[1] [ ] In coordination with MPSA:

Figure 2-2. Continued

- [a] [ ] Request Free Mail IAW Executive Order 12556.
- [b] [ ] Indicate the requirement to implement mail embargo procedures.
- [c] [ ] Arrange for mail movement to the theater of operations.
- [d] [ ] Pass mail routing, massing, labeling, and distribution information for unified commands AOR to USPS.
- [2] [ ] In coordination with subordinate commanders:
- [a] [ ] Indicate procedures to establish/maintain mail operations.
- [b] [ ] Indicate procedures for movement of mail originating in overseas theaters.
- [c] [ ] Indicate implementing instructions for international agreements affecting postal operations.
- [d] [ ] Specify restrictions for retrograde mail.
- [e] [ ] Indicate extent to which postal operations will be established.
- [f] [ ] Specify unit sortation requirements.
- [g] [ ] Indicate anticipated source of transportation for secure mail movement.
- [h] [ ] Outline procedures for obtaining postal unique supplies and equipment.

3. [ ] COORDINATING INSTRUCTIONS. Specify what agency resolves postal problems. State chain of command.

NOTE : This is only an example for format. Actual contents will be up to the planner.

Figure 2-2. Continued

APPENDIX 6 TO ANNEX E TO HQ MACOM OPLAN XXXX-XX [U]

MILITARY POSTAL SERVICE [U]

, [ ] REFERENCES: [List all guidance documents and directives which govern operations in this appendix/annex. As a minimum, use the following:

a. [ ] DoD 4525.6-c, DoD Postal supply Catalog, [DATE] [U].

b. [ ] DoD 4525.6-M, DoD Postal Manual, [DATE] [U].

[Use the following, only when applicable--all are examples only: ]

c. [ ] Title 39, United States Code [U].

d. [ ] DoD 4525. 32-R, Military Standard Transportation and Movement Procedures [MILSTAMP], [DATE] [U].

e. [ ] NATO STANAG 2109, Postal Organization for the NATO forces in Wartime, [DATE] [U] .

Figure 2-3. Example of Subordinate Command Postal OPLAN

f. [ ] CINC OPLAN XXXX, Volume II, Appendix 6 to Annex E, [DATE] [S].

g. [ ] CINC OPLAN XXXX, Appendix 1 to Annex A, Time Phased Force Deployment List [TPFDL] , [DATE] [S].

[ ] TASK ORGANIZATIONS]: [List units and their locations that are affected by this OPLAN. ]

For example: 305th AG Postal, [LOCATION], APO 09XXX  
1st Platoon, 305th AG Postal, [LOCATION], APO 09XXX  
[Detachment Det XX, XXXX Air Postal Squadron, [LOCATION],  
APO 09XXX]

1. [ ] SITUATION.

a. Purpose: [Provide detailed guidance for postal service in support of this plan, including a concise statement of tasks the postal facility will accomplish. The chief of postal operations as appropriate, is usually responsible for this appendix preparation and will coordinate with other postal operations prior to publication. The command postal planners will coordinate with subordinate units on their appendices prior to publication. ]

b. [ ] Concept of Operations. [Provide a general explanation of how postal services will support the plan. Provide an overview to assure continuance of support to in-place forces, establishment of support for incoming

Figure 2-3. Continued

forces, deployment of postal personnel to provide support at designated location, and determination guidelines on whether or not postal support will be provided to transient forces, as applicable. Explain the relationship between the postal operation, parent detachment, other services, the MACOM, etc.) Example follows:

APO 09XXX will provide postal support to [Location] and all authorized users of the Military Postal Service [MPS] within its areas of responsibility under the , direct operational control of \_\_\_\_\_ located at (Location). Postal support will be IAW the Unit Mailroom Concept [UMC]. There will be no postal receptacle [lockbox] service. APO-to-CONUS, CONUS-to-APO, and APO-to-APO mail will be First-Class personal mail and official mail. APOS will suspend delivery of personal parcels over 12 ounces and special services [i.e., registered, insured, certified, etc.]. APOs will increase/expedite pickup/delivery of Weapons System Pouches [WSPs] to provide essential aircraft parts by mail. Units should priority requisition material via official priority mail for rapid resupply. XXXX receives and dispatches mail through US Army ground transportation assets. Further, 305th AG Postal can and will change transportation routing as directed by XXXX AIRPS.

c. [ ] Assumptions/Limitations. [List expected conditions and capabilities which are a basis for the concept of postal support, and over which the Commander, has no control. Detail any and all limitations to postal services during plan implementation.) Examples follow:

Figure 2-3. Continued

[1] [ ] Transportation for mail movement may be extremely limited or nonexistent. Extensive use of Military Airlift Command [MAC] channels is forecasted for mail deliveries.

[2] [ ] IAW NEO plans , non-combatants, including non-essential US civilian employees, will evacuate from the forward area. APOS will directorize and forward non-combatant mail as applicable. At APOS where storage space is reduced, mail will be refused to enter system at discretion of local commander's consideration of transportation assets.

[3] [ ] Local national employees will be unavailable for work except where host country legislation requires continuation.

[4] [ ] Deploying commanders will have identified and designated unit mail clerks IAW applicable directives prior to departing CONUS.

[5] [ ] At some point after commencement of hostilities, the Secretary of Defense will authorize free mail privileges for US Armed Forces on duty in combat areas.

[6] [ ] USAPGE postal resources will provide postal service to international military commands , including North Atlantic Treaty Organization [NATO] agencies and personnel,

2. [ ] MISSION. [State the mission to provide postal support IAW DoD 4525.6-M under the limitations and assumptions of the plan. include the necessity for

Figure 2-3. Continued

continuity of operations under all contingencies and the utilization of postal capabilities to support the operational effort with emphasis on weapon support systems.] Example follows:

XXXX AIRPS and 305th AG Postal is tasked to provide postal service in support of MACOM OPLAN XXXX-XX. This support includes the continuous receipt and dispatch of designated mail to in-place authorized users of the MPS, as well as the establishment of support to incoming forces, and the deployment of postal personnel as designated in Appendix 1 to Annex A the OPLAN.

- a. [ ] To establish postal operations. (List locations where deployed).
  - b. [ ] To establish a casualty mail section for proper routing of mail for personnel who are Wounded in Action [WIA], Missing in Action [MIA] and Killed in Action [KIA].
  - c. [ ] Official mail in theater will be at a level necessary for the conduct of essential operations only.
  - d. [ ] Personal mail is considered critical to the maintenance of morale.
  - e. [ ] Postal operations will be conducted as far forward as possible.
3. [ ] EXECUTION. [List tasks of postal unit and friendly forces.]

Figure 2-3. Continued

a. [ ] Tasks of XXXX AIRPS. [In separate subparagraphs, provide tasks of each postal activity.] Examples follow:

[1] [ ] The APO/AMT chief will provide postal support for the duration of this plan's implementation. Mail delivery to all units and personnel is IAW the Unit Mailroom Concept [DoD 4526.6, DoD Postal Manual].

[2] [ ] Incoming/outgoing mail will be limited to First-Class personal [under 12 ounces] and military official mail. This limited embargo will be lifted in stages as situation warrants.

[3] [ ] The APO chief will establish a casualty mail section and monitor its operations to ensure compliance with DoD directives.

[4] [ ] Deploy postal personnel and supplies/equipment IAW Appendix 1 to Annex A the OPLAN.

b. [ ] Tasks of all units receiving mail through APO 09XXX. [Provide specific tasks of all units receiving mail through the postal facility.] Examples follow:

[1] [ ] Unit commanders will appoint a unit postal officer, a unit mail clerk [UMC], and at least one alternate UMC IAW DoD 4525.6-M, Volume II, Chapter 3. DD Forms 285, Appointment of Military Postal Clerks, or Mail Orderly, must be prepared in triplicate and signed by the appointed individual and the unit commander.

Figure 2-3. Continued



[2] [ ] Appointed UMCS will present all DD Forms 285 to the APO chief for review and validation. The unit will retain one copy, one copy will be given to the appointed individual, and one copy will be retained by the APO.

[a] [ ] UMCs/alternates will be responsible for the receipt and dispatch of personal and official mail to/from APO 09XXX [DoD 4525.6-M, Vol II, Chap 3].

[b] [ ] Commanders/UMCs/alternates should be aware of their responsibility to immediately notify the servicing APO of unit casualties [e.g. WIA, MIA, KIA] for casualty mail processing by APO personnel.

[c] [ ] Transportation of mail to and from the APO is the responsibility of units receiving/dispatching mail through APO 09XXX.

[31 [ ] Upon implementation of this plan, complete two copies of Base/Unit Locator and Postal Directory Cards, on each individual who will receive mail through APO 09XXX. The unit mail clerk will retain one copy to provide directory service and the second copy will go to the APO within 48 hours of plan implementation, or upon arrival at [Location].

c. [ ] Tasks of units providing support to XXXX AIRPS. [List units which provide support in carrying out the plan. Specifically outline necessary tasks for these units under the plan. Identify vehicle requirements and capabilities. Coordinate transportation requirements with host base for inclusion in Annex D. Coordinate with host base supply to ensure they are aware of pickup/dispatch of special pouches, i.e. Weapon System Pouches, medical supplies, etc.] Examples follow:

[1] [ ] Tasks of 4th Trans Cmd: If commercial transportation is lost or, if established transportation routing cannot be utilized, 4th Trans Command will establish truck/ferry/etc. runs to support locations receiving postal support through APO 09XXX.

[2] [ ] Tasks of 42nd M.P. Co.: 42nd M.P. Company will provide area security at APO 09XXX.

[3] [ ] [Detachment/remote units.]: State their responsibilities.

[4] [ ] Tasks of 198th AG Co.: Coordinate closely with postal representatives on casualty information.

4. [ ] RESPONSIBILITIES. List all postal service functional responsibilities under the plan, as well as the responsibilities of other functions which provide support to the postal service function. Identify the chain-of-command. Provide AUTOVON numbers for each, when available, and provide mailing and message address as appropriate under this plan. Examples follow:

a. [ ] The Commander, Detachment X, XXXX AIRPS, [LOCATION], will function as Postal Coordinator on all postal matters arising during plan implementation. The Commander -will' ensure that APO 09XXX is capable of responding to postal

Figure 2-3. Continued

mission requirements. All units may directly contact the Postal Coordinator, telephone number AV XXX-XXXX/XXXX to resolve any special postal problems that APO 09XXX cannot resolve. Mail and messages addresses are as follows:

MAIL ADDRESS

DET X, XXXX AIRPS/CC  
APO NY 09XXX

MESSAGE ADDRESS

DET X XXXXAIRPS [LOCATION]//CC//

b. [ ] Units may directly contact with the Postal Commander, XXXX AIRPS/CC, Kapaun AS GE, telephone number AV 489-7536/7701 to resolve any special postal problems that the Postal Coordinator cannot resolve. Mail and message addresses follow:

MAIL ADDRESS

XXXX AIRPS/CC  
APo NY 09XXX

MESSAGE ADDRESS

XXXXAIRPS KAPAUN AS GE//CC//

5. [ ] COMMAND AND CONTROL. [State command and control responsibilities of postal personnel resources.] Example follows:

The commander, XXXX Air Postal Squadron, exercises command and control of USAFE postal personnel/resources through respective subordinate commanders. The commander, MACOM, exercises command and control over all other service personnel.

TAB :

A - [ ] Casualty Mail Handling Procedures [ ]

OFFICIAL:

[NAME, GRADE, SERVICE OF PLAN WRITER]

[JOB TITLE]

NOTE : This example is only a guide; entries under each heading are examples of typical entries. Your plan should use a similar format, but have entries specific to your mission.

Figure 2-3. Continued

CASUALTY MAIL HANDLING PROCEDURES [U]

[ ] REFERENCES:

a. [ ] DoD 4525.6-M, DoD Postal Manual, [DATE] [u].

b. [ ] CINC OPLAN XXXX, Vol II, [DATE] [S].

1. [ ] General. IAW DoD directives, U.S. Army military post offices [MPOs] will not return to sender mail for casualties until military postal clerks [MPCs] receive absolute verification that proper authorities have notified the casualties next of kin [NOK] .

2. [ ] Specific.

a. [ ] Unit Mail Clerk [UMC] Responsibilities. [In separate paragraphs provide specific tasks. ] For example:

[1] [ ] UMCS must provide their servicing MPO written notification [ signed by unit commander/designate] of unit casualties [e.g. deceased, KIA, MIA, WIA] . This notification will include the casualty' s name, rank, SSAN, unit designation and evacuee location [e. g. , hospital address] , if known.

[2] [ ] UMCs will return all mail for KIAs, MIAs and evacuated WIAS to their servicing MPO.

Figure 2-3. Continued

b. [ ] MPO Responsibilities. [Provide specific tasks] For example: All Army APOS will establish a casualty mail sub-section. After UMC notification [written] of a unit casualty, MPCs will take appropriate action, as follows:

[1] [ ] For a deceased individual/KIA:

[a] [ ] Hold all mail for individual.

[b] [ ] Code individual's [cite *service* directory, Card]. Under "Additional Data, " annotate "Deceased" and the date of UMC notification.

[c] [ ] Three days after UMC notification, query the local Personnel Center or Personal Affairs] for NOK verification. If there is no local casualty personnel center or if NOK verification has not been received by existing personnel center send message to proper service authorities [below] requesting verification that authorities have notified NOK.

1. [ ] For USA members: HQ Army Casualty Affairs, Alex. VA.

2. [ ] For other services: Addresses will be provided as soon as "they are available

[2] [ ] For an MIA:

[a] [ ] Hold all mail for individual.

Figure 2-3 Continued

[b] [ ] Code individual's directory card. Under "Additional Data" annotate "MIA" and date of UMC notification.

[c] [ ] Three days [72 hours] after UMC notification, query UMC and personnel center for additional information. If NOK verification received, comply with revised status procedures. If not, send message to: put MACOMs message address requesting assistance.

[3] [ ] For a WIA [evacuee only]:

[a] If hospital address is known:

1. [ ] Annotate directory card with forwarding address.
2. [ ] Endorse individual's mail "Patient" and forward to individual.

[b] [ ] If hospital address is unknown: Follow procedures for MIA, except annotate directory card "WIA-Hosp UNK" and date of UMC notification.

[4) [ ] Do not endorse casualty mail with any of the following endorsements: "Missing," "Killed in Action," or "Wounded."

NOTE : This TAB on casualty mail was included to show TAB formatting.

Figure 2-3 Continued

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2-29